

Department of Land Management
Building and Zoning Division
116 HAMPTON ROAD
SOUTHAMPTON, NY 11968

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TOWN OF SOUTHAMPTON



JAY SCHNEIDERMAN
TOWN SUPERVISOR
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KYLE P. COLLINS, AICP
TOWN PLANNING AND
DEVELOPMENT ADMINISTRATOR

MICHAEL BENINCASA
CHIEF BUILDING INSPECTOR

INTAKE SIGNATURE DATE

COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST **EXTERIOR RENOVATIONS/ALTERATIONS ONLY**

Applications and forms must be filled out in their entirety. **Incomplete applications will not be accepted.**

*****Note: Please be advised additional documentation may be required by the Building Division*****

ALL APPLICATIONS MUST BE SUBMITTED WITH THE FOLLOWING MATERIALS:

- ☐ 5 copies of survey prepared by a licensed surveyor, illustrating proposed construction
- ☐ 3 sets of plans prepared by a licensed professional illustrating compliance with NYS Building and Fire
 - When in flood zone plans must indicate compliance with FEMA Flood Plain Ordinance
- ☐ [Building Permit Application](#) (original)
- ☐ Planning Board approval (approved site plan with Planning Board resolution)
- ☐ 1 copy of principal structure Certificate of Occupancy (can be obtained for a fee from the Building Division)
- ☐ Workman's compensation
- Applicable Forms: C 105.2, U26.3, CE 200. **ACORD FORM NOT ACCEPTED**
- ☐ Fee (Based on cost estimate & Plumbing Fixtures, *If applicable*)

*****Note: Fees will be calculated at Front Desk at time of Submittal*****

ADDITIONAL DOCUMENTATION REQUIRED AS MAY BE APPLICABLE

- ☐ Written itemized cost estimate on contractor's letterhead for any demolition, renovation/alteration cost
- ☐ [Plumbing Application](#): If plumbing is proposed. *Plumber must have active license with Town of Southampton*
- ☐ [Electrical Permit](#): *Electrician must have an active license with Suffolk County* **FILED SEPERATELY**

*****Note: Color Photographs of all four sides of the structure are required for Buildings with a Pre-existing Certificate or when no Certificate of Occupancy exists*****

Verification of Ownership or Authorization

- ☐ Original Signed & Notarized Agent Letter: If applicant is other than owner.
- ☐ Copy of Deed: If property has been owned for less than a year
- ☐ Proof of Corporation, LLC, Trusts, Funds or Business Ownership (i.e.: Original Notarized Opinion Letter, Operating Agreement or Minutes listing members)

*****Note: Documents **MUST** list name of member(s) that are authorizing the submittal of this application*****